

Job Description
Missouri State Highway Patrol

Class Title: Fingerprint Technician III

Title Code: V00543

Effective Date: 08/07/96

Date Reviewed: 10/10/03 J. Baker

Date Revised: 12/27/04

Immediate Supervisor: Fingerprint Technician Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

An employee in this position performs advanced technical and complex work involving the classification, searching, comparison and filing of criminal and applicant fingerprints. The employee exercises independent judgment and initiative in the performance of the assigned duties; however, general supervision is provided by the immediate supervisor to ensure conformance with established rules, policies and procedures.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks, which may be found in positions of this class.)

Classifies, compares, and interprets fingerprint impressions according to specific fingerprint pattern types.

Fingerprints individuals for job applications, liquor license, National Guard, etc.

Searches and verifies positive match against fingerprints previously placed in system.

Searches fingerprints in Automated Fingerprint Information System for records on new classified fingerprints and assigns an SID number.

Matches fingerprint information manually and via computer terminal; updates and files fingerprint cards.

Retrieves double-set fingerprint files and determines which state identification number will be retained; combines data and files by assigning one number; retrieves deceased files; reviews data for completeness; verifies prints for positive match; destroys files according to division policy.

Assists in training lower level technicians; serves as a lead worker and provides technical guidance in the supervisor's absence.

Testifies in a court of law on matters relating to fingerprint identification.

Performs general office duties (e.g., filing data, sorting mail, keeping track of data through filing system).

Operates standard office equipment (e.g., AFIS video terminal and keyboard, telephone, copier, fax machine, Livescan, Cardscan, shredder, etc.).

Performs other duties relating to entering and retrieving criminal history information, as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of modern office practices, procedures, and equipment.

Working knowledge of fingerprint classification.

Working knowledge of Missouri Sunshine Law, Juvenile Law, and Missouri State Highway Patrol's dissemination policy.

Working knowledge of Henry Classification System.

Working knowledge of proper courtroom presentations.

Working knowledge of Missouri State Highway Patrol AFIS System.

Ability to search fingerprints as latent cases to identify deceased persons.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate effectively via telephone.

Ability to classify each print on the fingerprint card according to specific fingerprint pattern types.

Ability to fingerprint individuals for job applications, liquor license, National Guard, etc.

Ability to use Henry and NCIC Classification Systems.

Ability to maintain confidential records and files.

Ability to operate AFIS workstation and verification terminal.

Ability to recognize and identify minute details.

Ability to perform general office duties (e.g., filing data, sorting mail, keeping track of data through filing system).

Ability to operate standard office equipment (e.g., AFIS video terminal and keyboard, telephone, Livescan, Cardscan, copier, fax machine, shredder, etc.).

Ability to understand and follow written instructions.

Ability to establish and maintain harmonious working relations with others.

Ability to exercise judgment and discretion.

Ability to supervise lower level technicians; serve as a lead worker and provide technical guidance in the supervisor's absence.

Ability to testify in a court of law.

Ability to type at a rate of 40 words per minute with ten (10) errors or less.

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Ability to perform other duties as assigned.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED and at least two years experience as a Fingerprint Technician II or comparable experience.

NECESSARY SPECIAL REQUIREMENTS

Must possess certification for MULES, AFIS, and Livescan.

Must possess a valid Missouri drivers' license.

Ability to pass a comprehensive background check necessary to have access to criminal record systems.